



Erasmus+ Programme

Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility

Inter-institutional agreement 2020/2021¹ between programme countries

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details ² (email, phone)	Website (eg. of the course catalogue)
Sveučilište u Zagrebu (University of Zagreb) Fakultet političkih znanosti (Faculty of Political Science)	HR ZAGREB 01	<u>Institutional coordinator:</u> Ida Ogulinac (Ms), erasmus.coordinator@unizg.hr , Tel: +385-1-46-98-165 <u>Faculty coordinator:</u> Zlatan Krajina (Mr), exchange@fpzg.hr , Tel: +385-1-46-42-000	http://www.unizg.hr/homepage/international-exchange/exchange-students/ https://www.fpzg.unizg.hr/en/in/courses_in_english
Ghent University	B GENT01	<u>Institutional contact</u> Mrs. Geneviève Cochez international@ugent.be <u>Academic exchange coordinator</u>	

¹ Higher Education Institutions have to agree on the period of validity of this agreement

² Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Prof. Dr. Koenraad De Ceuninck (0312) koenraad.deceuninck@ugent.be	
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B. Mobility numbers per academic year

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED]	Subject area name	Study cycle [short cycle, 1 st , 2 nd or 3 rd]	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods]	Student Mobility for Traineeships *
B GENT01	HR ZAGREB 01	0312	Political sciences and civics	1st, 2 nd	2 students x 5 months (10 months total)	/
HR ZAGREB 01	B GENT01	0312	Political sciences and civics	1st, 2 nd	2 students x 5 months (10 months total)	/

* Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED]	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of teaching periods]	Staff Mobility for Training *
B GENT01	HR ZAGREB 01	0312	Political sciences and civics	1 person x 5 days	1 person x 5 days
HR ZAGREB 01	B GENT01	0312	Political sciences and civics	1 person x 5 days	1 person x 5 days

C. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ³	
				Student Mobility for Studies	Staff Mobility for Teaching
HR ZAGREB 01	0312	Croatian	English	B2 (<u>obligatory</u>)	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [*Links provided on the first page*].

D. Additional requirements

HR ZAGREB01: In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Office: incoming@unizg.hr

E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
HR ZAGREB01:	10 May	10 November
HR ZAGREB01 important: students that require a VISA are strongly advised to apply and send their documents one month prior to the deadline since the Visa application process may take several weeks or even months.		
B GENT01	15 May	15 October

[* to be adapted in case of a trimester system]

2. The receiving institution will send its decision within 8 weeks.

³ For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

3. A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

In the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."]

F. Information

1. Grading systems of the institutions

HR ZAGREB 01: <http://www.unizg.hr/homepage/study-at-the-university-of-zagreb/academic-information/the-ects-system-and-student-progress-assessment/>

2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
HR ZAGREB01	incoming@unizg.hr	http://www.unizg.hr/homepage/international-exchange/exchange-students/before-coming-to-zagreb/
B GENT01	See annexes	

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
HR ZAGREB01	incoming@unizg.hr	http://www.unizg.hr/homepage/international-

		exchange/exchange-students/before-coming-to-zagreb/
B GENT01	See annexes	

4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
HR ZAGREB01	vlado.levak@sczcg.hr	http://www.unizg.hr/homepage/international-exchange/exchange-students/student-services/housing/
B GENT01	See annexes	

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁴
HR ZAGREB 01	Zoran Kurelić, Dean*	22/10/2019	
B GENT01	Geneviève Cochez Institutional coordinator	17/10/2019	

* According to the Article 21 of the University of Zagreb Statute, in the 15th session of the 344th academic year (2012/2013), held on 11 July 2013, the University Senate reached a Decision that all the agreements relevant to one faculty or academy can be signed by the Dean of the relevant academy/faculty.

⁴ Scanned signatures are accepted

Annex to Erasmus+ Inter-Institutional Agreement

Ghent University

A. Institutional information

1. Institutional details

Name of the Institution	UNIVERSITEIT GENT / GHENT UNIVERSITY
Erasmus Code	B GENT01
ECHE	27910-LA-1-2014-1-BE-E4AKA1-ECHE
Institution website	http://www.UGent.be/en
Online course catalogue	www.UGent.be/coursecatalogue

2. Main contacts

Contact person	Mr Frederik De Decker
Responsibility	Head International Relations Office
Contact details	Phone: +32 9 264 70 11 - Fax: +32 9 264 31 31 – email: Frederik.DeDecker@UGent.be

Contact person	Ms Geneviève Cochez
Responsibility	Erasmus institutional coordinator
Contact details	Phone: +32 9 264 70 16 - email: Genevieve.Cochez@UGent.be

Contact persons	International Support Team
Contact details	International@UGent.be Ms Annelies Holvoet +32 9 264 7006 Ms Benedicte Desmedt +32 9 264 8376 Ms Greet Naessens +32 9 264 7034 Ms Karen Wouters +32 9 264 7025 Ms Maaïke Dhondt +32 9 264 8375 Ms Patricia Vanbrabant +32 9 264 8370
Responsibility	Inter-Institutional Agreement administration Incoming exchange student advisers Outgoing exchange student advisers Incoming degree student advisers

Recommended language skills

The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period.

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	Any	Dutch or English	B2
Staff Mobility for Teaching	Any	Dutch or English	B2

* Level according to Common European Framework of Reference for Languages (CEFR), see

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

More on "Language requirements for exchange students": www.UGent.be/en/teaching/admission/exchangestudent/languagerequirements.htm.
For information about language tests and courses: uct@UGent.be

C Additional requirements

1. Human rights clause

The parties ensure that they shall respect human rights.

Each of the parties may terminate this agreement with immediate effect if the other party is involved in a serious violation of human rights.

2 Studying or working with a disability

Ghent University has facilities for students with a learning or physical disability. Disabled students can rely on the support service 'student & disability', which offers material, technical, and social aid. More information can be found on the following website:

www.UGent.be/en/facilities/support.

D. Calendar

1. Nomination and application deadlines

Information about the application procedure is found on

www.UGent.be/en/teaching/admission/exchangestudent/application.htm

Information on students nominated must reach international@ugent.be by:

Autumn term	April 15th
Spring term	October 15th

Application registration in OASIS must reach our institution by:

Autumn term	May 15th
Spring term	November 15th

2. Decision Response

We will send our decision within 6 weeks.

3. Transcripts of Records

A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at our institution.

4. Termination of Agreement

In the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."

E. More information

1. Grading system

Ghent University is fully committed to the correct and objective conversion of grades obtained abroad. As former coordinator of the EGRACONS project (www.egracons.eu), Ghent University has uploaded its grading tables in the Egracons tool (<http://tool.egracons.eu>) in order to facilitate an easy and correct conversion of grades (given that the grade distribution table from the partner is also available). Passing marks at Ghent University vary between 10 and 20. On the transcript of records for each course unit, the percentage of students that obtain the same grade for the reference group is given, as well as the percentages of students who obtain a lower grade and those that obtain a higher grade. This corresponds to a condensed distribution table.

More information: <https://www.ugent.be/en/ghentuniv/principles/internationalisation/ects/grading.htm>

2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Contact details	International@ugent.be
Website	https://www.ugent.be/prospect/en/administration/visa-residencepermit-insurance/visa

3. Insurance

Health insurance is obliged.

EU-inhabitants: European Health Insurance Card (= blue card)

Non-EU: a copy of your application for health insurance at a 'ziekenfonds' in Belgium

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/files/resources/he-charter_en.pdf

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Contact details	International@ugent.be
Website	https://www.ugent.be/en/administration/insurances/students.htm

4. Housing

Housing is available at the University Halls of Residence, where a number of rooms are reserved for international students, or at the private market. The Housing Department advises students on finding accommodation. Exchange students can only apply for a room in the University Halls of Residence after having applied as an exchange student at Ghent University: www.UGent.be/en/facilities/housing/exchange/exchange.htm

Responsibility	Ms Myriam Van den Branden - E-Mail: Myriam.VandenBranden@UGent.be
Website	www.UGent.be/en/facilities/housing